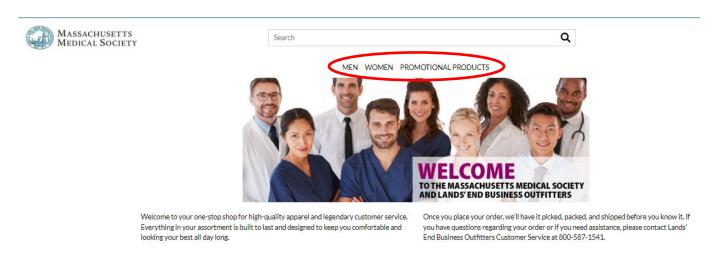


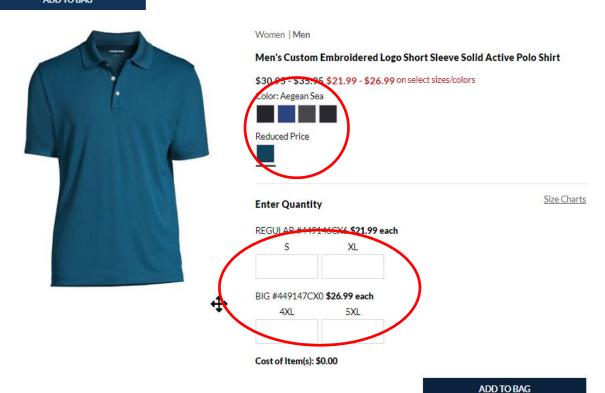
ONLINE ORDER INSTRUCTIONS

STORE URL: Click url to access https://business.landsend.com/store/massmed/ It is suggested to start your ordering session by Creating Your Account or Signing In. See upper right corner of the homepage.

STEP 1: Select a category to start shopping or use the search tool.

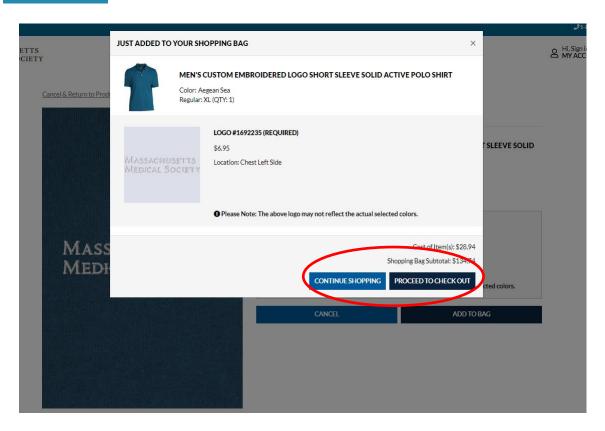


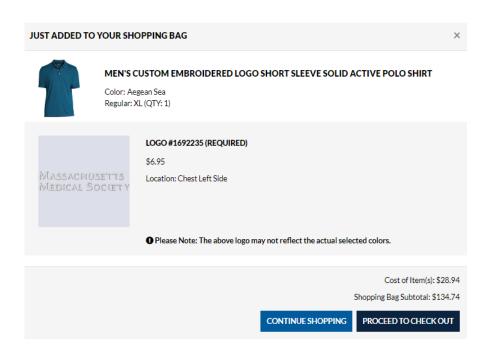
STEP 2: Click on the item until you see the ordering grid below. Choose color, size and quantity. Click ADDTOBAG





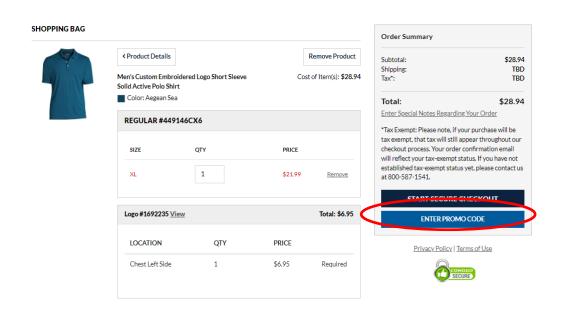
STEP 3: You may either continue shopping by clicking on continue shopping by clicking on continue shopping and repeat steps 1-3 or click PROCEED TO CHECK OUT to checkout.







STEP 4: Promo Code Application Page – Please enter any promo code that you might have in the Promo Code field. PLEASE NOTE: A promotion code is not a form of payment. Any form of payment will be entered in a different location on the billing page. To proceed to checkout, click

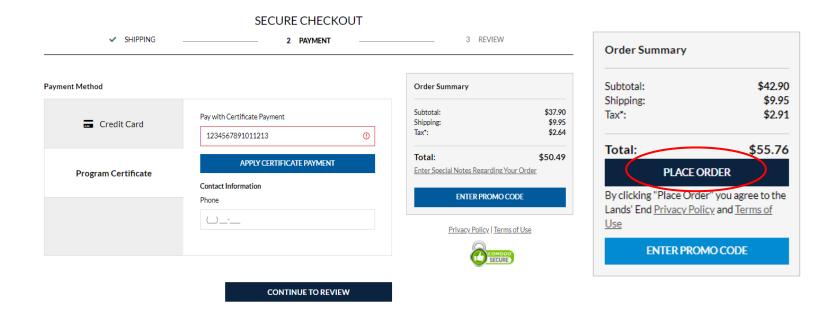


STEP 5: If you are a returning customer, sign in with username and password. If you are a new customer, please create an account by clicking on CREATE AN ACCOUNT. Fill in all fields and click CREATE AN ACCOUNT.

SECURE CHECKOUT		
GUESTS If you are a new customer, please create an account.	RETURNING CUS Username	TOMERS Forgot Username?
CREATE AN ACCOUNT	Password	Forgot Password?
		LOGIN



STEP 6: Checkout – Complete shipping and billing information. Enter your 16-digit program certificate number or credit card information. Click CONTINUE TO REVIEW to complete the Secure Checkout Process. After reviewing order details click Place order to complete your order.



If you have questions or changes regarding your order, please call **800-587-1541** or email **businessoutfitters@landsend.com** and reference the online order number given when your order is submitted.

Order confirmations will be e-mailed when we start the order process and when your order ships.